



CITY OF NEWPORT BEACH
REVENUE DIVISION
3300 NEWPORT BOULEVARD • P.O. BOX 1768
NEWPORT BEACH, CA 92658-8915
(949) 644-3141
RevenueHelp@newportbeachca.gov

**SHORT TERM LODGING PERMIT APPLICATION
TRANSIENT OCCUPANCY TAX REGISTRATION**

\$146.00 Fee. Make checks payable to the City of Newport Beach

OFFICE USE ONLY

BUSINESS NUMBER

UTOT LICENSE NO

Please list the address of each dwelling unit and fill out additional applications for each building you rent on a short term basis. *Note that you must be registered for Business License Tax before you engage in short term property leasing.* In the event of an emergency, the information you provide below will be used to expedite police and fire response and to contact you.

PROPERTY OWNER INFORMATION

Owner Name _____

Maximum 30 characters

Mailing Address _____ Suite _____

City: _____ State: _____ Zip: _____ Email: _____

Phone (_____) _____ Emergency Phone (_____) _____

SHORT TERM RENTAL PROPERTY INFORMATION

Building Address _____

Unit Addresses (eg. 1234 Main Street #A; 5678 1/2 Elm St; etc.) – if leasing more than one unit.

Please list your designation for each unit you rent in the structure listed above and the maximum number of overnight occupants you have authorized for each unit. Leave blank if renting only one unit in the building

Unit 1 _____ Maximum Occupants _____ Unit 3 _____ Maximum Occupants _____

Unit 2 _____ Maximum Occupants _____ Unit 4 _____ Maximum Occupants _____

AGENT INFORMATION

If the property is represented by an agent(s) or rental company(s), please complete the information below

Rental Company or Agent Name _____

Business Address _____ Suite _____

City: _____ State: _____ Zip: _____

Business Phone (_____) _____

☐ My property is represented by more than one agent. *List additional agents on a separate sheet of paper..*

I hereby certify under the penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct.

Owner's Signature _____ Date _____

OFFICE USE ONLY

DATE _____ BUSINESS LICENSE NO. _____ USER INIT _____

UTOT SUB NUMBERS: UNIT 1 _____ UNIT 2 _____ UNIT 3 _____ UNIT 4 _____

SHORT-TERM LODGING PERMIT SUPPLEMENTAL INFORMATION

Short-Term Lodging Permit (STLP) Description and Location Information

Section 5.95.010(A) of the Newport Beach Municipal Code requires all units being rented out on a short-term basis to comply with Title 20 of the Municipal Code. Additionally, no new permits shall be issued for properties located in an R-1 Zoning District. Prior to submitting this application, you must secure Planning Department approval and certification that this property is in compliance with all applicable sections of the zoning code and that it is not in an R-1 Zoning District.

Fill out the following completely:

1. Property Address _____
2. No. of Dwelling Units on Site: _____
3. No. of Dwelling Units for STLP Purposes: _____
4. Dwelling Units On Site are:
 - ☐ Side by Side Units
 - ☐ Front and Back Units
 - ☐ Front Unit with Back Unit over Garage
 - ☐ Upper and Lower Units
 - ☐ Multiple Units as Described below: _____

5. Proposed Dwelling Unit(s) for STLP
(Check one per unit that best describes the dwelling unit location):

- ☐ Right Side Unit
- ☐ Center Unit (between garage and main dwelling unit)
- ☐ Left Side Unit
- ☐ Front Unit
- ☐ Back Unit
- ☐ Back Unit over Garage
- ☐ Upper Unit
- ☐ Lower Unit
- ☐ Other: _____
- ☐ Multiple Units as Described below: _____

PLANNING DEPARTMENT USE ONLY

- ☐ Dwelling Unit Verification: _____ Date: _____
- ☐ Building Permit History: _____ Date: _____
- ☐ R.B.R. Report _____ Date: _____

Site Visit for Verification Required? ☐ Yes ☐ No

Code Enforcement Inspection Required? ☐ Yes ☐ No

R-1 Zoning District? ☐ Yes ☐ No Reviewed by: _____